Meeting Logistics

Purpose:
- ➢ Inform the Advisory Group of:
  - • Upcoming project milestones, MOUs, and overall project update
- ➢ Share with the Advisory Group upcoming implementation plans

Expected Outcomes:
- ➢ Delivery of final MOU
- ➢ An understanding of the focus of the design process regarding compliance assistance
- ➢ Clear understanding of upcoming data call

Agenda:
- ➢ Project Management Review
  - • PMA milestones
  - • MOU process
  - • Monthly Update
- ➢ Design Phase Review
  - • Portal Design
    - – Emphasis on compliance assistance
  - • Compliance Assistance
    - – Intelligent Compliance Web Resource Locator (COMPASS)
  - • Content Management
    - – Data Call
  - • Forms Catalog
  - • Harmonization
- ➢ Next Steps

Discussion

Forms Management
The Forms Management Process Document is evidence that all agencies have a process for managing forms. All agencies are green, with respect to the Forms Catalog. There will be full integration with ROCIS by July 2006.

Content Management
Business Gateway requests one-page roles and responsibilities, describing the content managers within the agencies. The Business Gateway PMO has filled out 90% of the template, and agencies only need to fill out 10%; this task is not intended to be highly cumbersome. Due November 21st before Thanksgiving holiday. There is an upcoming data call that agency compliance leads and content management workgroups will be responsible for.

Compliance Contacts
Finding compliance contacts is an agency-wide problem. Business Gateway will work to improve SBPRA. BG is working with OMB and Ombudsman to own the process, make it easier, and improve information quality.